



Guidelines for the Deployment of Companies in the Work Areas of DWK Drahtwerk Köln GmbH

The following guidelines must be observed by the external companies and their personnel employed by DWK:

1.) Operating rules, controls

All persons and agents of the Contractor shall comply with DWK's operating, control and regulatory regulations. These shall include regulations on entering and leaving the work areas during working hours. Every person shall be subject to the exit controls customary with us. Vehicles leaving the factory are also subject to the controls customary in our company. In the interests of personal safety, it is forbidden to enter areas of the works which are not mentioned in the work order. The use of photography on factory premises is prohibited unless a special permit has been obtained. The possession and consumption of alcoholic beverages of any kind on the premises is strictly prohibited. The smoking ban in various work areas must be strictly observed.

DWK reserves the right to refuse to employ individual, undesirable persons on the works premises. Prior to commencement of the work, the personnel intended to carry out the work must be reported in writing to the responsible management of the respective organisational unit (OU management), stating their surname, first name, date of birth, occupation, home and place of work (work area).

The equipment and materials required to carry out the work, unless they are provided by DWK, must, for control reasons, be included in a list before they are imported into the factory premises, stating the characteristics (type, output, etc.), which must be submitted in duplicate to the responsible OU management.

2.) Keeping hourly wage reports

The performance of services on an hourly wage basis is only carried out on the basis of a special arrangement by OU management. The hourly wage reports recognised by OU management shall serve as the basis for invoice verification. The numbering of the hourly wage reports must be continuous. The entries are to be made with ink or ballpoint pen. Etchings are not permitted. Working and break times must be stated in the hourly wage reports. Longer working times than those specified and the absence of breaks must always be justified on the reports and confirmed by OU management. In the case of hourly wage work, only pure working hours are paid, i.e. breaks, times for changing clothes, return journey, etc. are not taken into account.

However, special reference is made to compliance with the Working Time Regulations and, if applicable, the Youth Work Protection Act.

3.) Auxiliary and operating materials

Unless otherwise specified in the specifications, DWK shall provide the following auxiliary and operating materials for the execution of the work without charge:

- Tap water
- Construction site electricity

DWK provides a connection to a mains supply of 3 x 380/220 V with Mp at one feeding point. The Contractor shall provide a site power distributor for the connection of its machines and equipment. The area of responsibility of DWK ends at the terminals of the feeding point.

4.) Responsible manager

Prior to the commencement of the work, the Contractor shall nominate in writing an authorised representative (responsible manager) who shall be responsible for the execution of the work. In the event of the absence of the responsible manager at the site, the Contractor shall appoint a representative in the same manner. An exchange of the responsible manager at the site of operation should be avoided as far as possible and is only permissible after timely, prior notification to DWK.

5.) Instruction before commencement of work

Before commencing work, the Contractor's responsible managers shall undergo basic training in accordance with the applicable regulations. Additional instructions are agreed with the head of the OU.

6.) Operational site equipment

The areas for the operational facility are allocated by OU management. In the case of larger-scale work, the Contractor shall draw up a binding site installation plan in agreement with OU management, stating the maximum connection values for electricity and water. The facilities shall be clearly arranged and signposted. The Contractor shall keep sufficient social rooms available for its staff, as the use of DWK's social rooms is only possible in exceptional cases. The site facilities shall include all protective and safety measures (with particular regard to accident prevention regulations) required for the execution of the work and for the maintenance of the operation of adjacent production facilities and equipment.

The approval of necessary restrictions of public and operational traffic for the execution of work is obtained by OU management. The Contractor is responsible for the maintenance of the restricted traffic with the necessary signage, barriers, diversions etc. as well as for the cleanliness of the used public and factory roads and paths. After completion of the work, the construction site must be cleared.

Foundations, construction site debris, packaging, scrap, etc. created by the Contractor for the site equipment must be removed or, on the instructions of OU management, transported to the storage areas provided for this purpose. The areas are to be cleaned and levelled in agreement with OU management and all channels in the area of use are to be inspected. The Contractor must repair all damage and remove contamination caused by its work (including the sewers) and enclose a written confirmation from OU management with the final invoice. Insofar as the costs for the site equipment are not included in a separate item of the bill of quantities, they are included in the unit prices.

7.) Internal transport and traffic

Driving on the factory premises requires a permit. On the factory premises, the rules for public transport apply accordingly. On paved roads, tracked vehicles may only be transported on trolleys. It is strictly forbidden to remain in the vicinity of railway tracks. The railway has the right of way on the factory premises. Railway tracks may only be crossed by vehicles in the area of paved tracks.

8.) Consideration of operational concerns

When carrying out the work, the Contractor shall adapt to the operating conditions of DWK. This shall also apply in particular to any repair work that may become necessary.

9.) Shared use of plant equipment

It is not permitted to take tools, equipment and materials from DWK without authorisation or to borrow them without written permission. If this is exceptionally permitted, the user is fully responsible for their accident-proof condition. If the shared use of operating equipment is exceptionally agreed in the contract or permitted in writing by OU management, then the operation of this operating equipment takes place on the user's own responsibility and the operator is solely liable for damage.

Prerequisite for the operation of crane systems and forklifts is a crane or forklift driver's license as well as a corresponding order from DWK. These must be presented unsolicited prior to commencement of work.

The operational concerns of DWK shall also have priority at all times. The Contractor shall not be entitled to claim any costs for waiting times.

10.) Legal regulations

For all deliveries or services, the Contractor must comply with the applicable statutory, official, trade association and other regulations. This also includes the EEA implementation laws (e.g. Equipment Safety Act) with the corresponding provisions, directives and ordinances in the latest valid version. The Contractor is solely liable for all consequences resulting from the violation of these regulations.

In the event of violations of these regulations, DWK shall be entitled, without prejudice to further claims, to terminate the contractual relationship and to commission a third party to continue the work at the Contractor's expense without the Contractor having a legal claim to lost profit.

The equipment, machines, tools and workplace facilities used by the Contractor must comply with the applicable accident prevention regulations.

11.) Work in the area of tracks



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To ensure the safety of railway operations and avoid accidents, the approval of DWK railway operations - via OU management - must be obtained for all work on tracks or in the vicinity of the tracks. Any track safety measures or track closures that become necessary must be notified to OU management at least 3 days in advance. Even in urgent cases, the work may not be started until written instructions have been issued by OU management.

In principle, the required clearance profiles must be observed for all tracks ready for operation. The sketches of the regular clearance profiles and loading profiles can be obtained for inspection from OU management. Particular attention must be paid to compliance with the curve deflection.

12.) Work in the area of cables and lines

Before commencing work, the Contractor must consult OE management about the existing lines and installations in the construction area. It shall take all precautions to secure the existing supply lines. In cases of doubt, it shall request expert supervision from OU management.

If the Contractor unexpectedly encounters lines and cables, it must secure them immediately and inform OU management without delay. The required measures will be determined by OU management.

Before starting work on live lines, in particular crane contact lines and overhead contact lines, the Contractor must obtain written approval (in hard copy) from OU management. The disconnection and reconnection of the power in the factory area is only carried out by specialist companies of DWK.

13.) Work in the crane travel area

Before starting work in the crane travel area, the responsible management of the Contractor must define safety measures with OU management.

14.) Work in pits, shafts and canals

Work in containers, canals, shafts and pits must be carried out after the safety measures have been specified in writing. The safety measures must be defined together with OU management. Pits, shafts etc. must be covered before leaving the workplace or secured to prevent the risk of falling in, and illuminated in darkness.

15.) Work on gas-hazardous installations

Only after a binding agreement has been reached with OE management can work be carried out on gas-hazardous systems. It must be ensured that the gas supply is switched off.

16.) Safeguarding power-operated actuators

Work in the danger area of power-operated drives may only be carried out if it is ensured that they cannot be set in motion unintentionally. In consultation with OE management, proceed in accordance with the relevant safety instructions.

17.) Dealing with naked flames and light

OU management must be notified when welding work is being carried out or when naked flames and light are being handled. Before carrying out welding work in fire- and explosion-hazardous locations, a permit must be obtained from OU management. The safety measures stipulated by OU management must be observed.

18.) Insurance

If insurance coverage exists or is taken out to cover damages which may arise during the execution of the order, the Contractor shall be obliged to ensure that the insurer does not take recourse against DWK, its legal representatives or vicarious agents.

19.) Notification of damages

Damage or malfunctions to our equipment and installations as well as theft must be reported immediately.

20.) Fulfilment by third parties

Without the written consent of DWK, the Contractor may not transfer the contractual obligation entered into to third parties in whole or in part. If such consent is given, the Contractor shall remain fully responsible for the performance of the contract. Subcontractors shall be regarded by DWK as vicarious agents of the Contractor (§ 278 BGB).

21.) Accidents

Emergency number: AMBULANCE/ACCIDENT/FIRE 112 POLICE 110 or the internal factory emergency number 0221-9672-222

22.) Occupational safety and environmental protection

If there are any uncertainties regarding health and safety issues, the Contractor can contact our safety specialist (Tel. 0221-9672-345). They will be happy to provide you with the information you require.

The Contractor must comply with the applicable environmental legal standards. Environmental protection and environmentally conscious actions are an integral part of DWK's corporate policy. Therefore, we also require our contractors to behave in an environmentally conscious manner that conserves energy and resources.

The wearing of safety shoes and safety vests, according to DIN, is mandatory on the factory premises. The use of hearing protection is mandatory in areas which are marked as noise areas.

Before commencing work, the Contractor must familiarise itself with the necessary DWK-specific safety measures, behaviour and dangers in the area of the site of operation.

23.) Disposal and energy management

If waste is generated as a result of the Contractor's work, it shall be filled into the containers provided after consultation with the responsible contact person at DWK. In case of doubt, the waste representative of DWK shall be involved.

DWK operates a certified energy management system in accordance with ISO 50001 and insists on strict compliance with the requirements of energy management. As a result, the Contractor undertakes to handle resources carefully in order to protect the environment.

24.) Data protection

All operational or business data which become known within the scope of the order are to be treated strictly confidentially and may not be passed on to third parties.

25.) Liability

Failure to comply with or any contravention of the aforementioned guidelines constitutes a breach of duty. The Contractor shall be liable for all damages incurred by DWK as a result of such breaches of duty. This shall not apply if the Contractor is not responsible for the breach of duty.

The Contractor shall take out adequate liability insurance to cover claims arising from damages and shall provide evidence of such coverage to DWK upon request.